

VASTS **(Virginia Aerospace Science and Technology Scholars)**

Statement of Work for Master Teachers **Facilitation of Online Coursework**

The consultant will facilitate the VASTS online coursework for approximately twenty-five (25) Scholars in preparation for the potential participation in the Summer Academy at NASA Langley Research Center (LaRC) in Hampton, VA. The purpose of the VASTS program is to provide online coursework for the students to acquire knowledge of NASA, space exploration, and key STEM (science, technology, engineering, and math) skills. The top performing Scholars from across Virginia who successfully complete the coursework will attend a seven-day, residential program in which they will undertake a collaborative aerospace mission design project at LaRC. The objective of the VASTS coursework and Summer Academy is to create a pipeline to STEM-related higher education studies and aerospace-related fields by providing relevant content and experiences on aspects of designing and conducting a human mission to Mars. Students will be exposed to NASA scientists, technologists, mathematicians, and engineers who serve as career role models.

Master Teachers for the Summer Academies will be chosen from instructors facilitating the online coursework.

Reports to:

Amber Agee-DeHart, Program Manager, VASTS – Virginia Space Grant Consortium
Amber.Agee-DeHart@nasa.gov
757-766-5210

Consultant Fees:

- \$2500 for online course content grading and forum participation.

Period of Performance:

- November 30, 2012 – May 31, 2013

Responsibilities:

- Grade modules submitted by the Scholars bi-weekly and final project using prescribed performance rubrics.
- Provide personalized and timely feedback (**within one week of submission**) of assignments using the Moodle online coursework management website. Input grades into the system. Include comments regarding exemplary work and areas that need improvement when necessary. Provide examples of how work could be improved.
- Monitor Scholar' performance, quality of assignments, online posts, and replies within the discussion forums. Contact students individually as needed. Send Ian Cawthray (ian.m.cawthray@nasa.gov) copies of correspondence via email.

- Ensure online discussions are appropriate and topic-relevant. Address Scholars individually through email if breach of online etiquette occurs. Send Ian Cawthray copies of such correspondence via email.
- Maintain performance data and tracking of Scholars' performance using the online system. Send Ian Cawthray a report (spreadsheet) once each module is graded on Scholars who are falling behind on assignments. Please note the follow-up taken by you on the spreadsheet. **Copy Amber Agee-DeHart (amber.agee-dehart@nasa.gov) on the email.**
- Correspond with VASTS Scholars and NASA mentors through online discussion forums, synchronous chat sessions, and email through the Moodle site.
- Grading Schedule – each module assignments should be graded by the following dates:

Module 1 – December 23, 2012	Module 6 – March 10, 2013
Module 2 – January 13, 2013	Module 7 – March 24, 2013
Module 3 – January 27, 2013	Module 8 – April 7, 2013
Module 4 – February 10, 2013	Final Project – April 29, 2013
Module 5 – February 24, 2013	ALL GRADES DUE – April 29, 2013

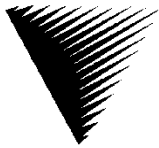
**The Final Project grading and all grades finalized – deadline
April 29, 2013 at 11:55 PM.**

VASTS Coursework Training:

A mandatory training session will be held at Virginia Space Grant Consortium in Hampton, VA on November 30, 2013 from 8:30 AM to 3:30 PM.

Travel:

Travel for the training session will be reimbursed and lodging with meal allowance provided, if needed, for consultants living outside a 50-mile radius from Virginia Space Grant Consortium. Compensation rate is \$0.555 per mile. Lunch will be provided during the training session.



VIRGINIA SPACE GRANT CONSORTIUM

Old Dominion University Peninsula Center
600 Butler Farm Rd., Hampton, VA 23666

FAX PHONE: (757) 766-5205 OFFICE PHONE (757) 766-5210

VASTS Consultant Agreement Process for Master Teachers Online Coursework

- Consultants receive \$2500 for facilitation of online coursework.
- Period of Performance: November 30, 2012 – May 31, 2013
- A mileage reimbursement of .555/mile will be provided for those living outside 50-mile radius.
- A formal agreement will be drafted by Virginia Space Grant Consortium (VSGC) fiscal agent, Old Dominion University Research Foundation (ODURF). VSGC's grant administrator, Sarah Jaeschke, will send you a copy of the agreement by email with a request for signature along with a W-9 form.
- Please return these documents to her at the address below.
- Between May 31 and June 15, 2013, you should submit an invoice to Richard Brammer(rbrammer@odu.edu) Brenda Neil (bneil@odu.edu) for the \$2500 payment (see sample invoice). Note: invoice must include consultant agreement number, the date(s) on which services were rendered, and the amount claimed (see sample).

To submit an invoice for payment:

**Richard Brammer
Grant & Contract Administrator
Old Dominion University Research Foundation
4111 Monarch Way, Suite 204
Norfolk, VA 23508
Norfolk, VA 23508
757-683-4293 Ext. 500
rbrammer@odu.edu**

YOUR NAME**INVOICE**

[Street Address]

[City, ST ZIP Code]

Phone [(509) 555-0190] Fax [(509) 555-0191]

CONSULTANT AGREEMENT #

DATE:

TO:

Richard Brammer

Old Dominion University Research Foundation

4111 Monarch Way, Suite 204

Norfolk, VA 23508

DESCRIPTION	AMOUNT
For VASTS online course, content grading, and forum participation	\$2500
Period of Performance: November 30, 2012 – May 31, 2013	
TOTAL	\$2500